

CAVELAND EDUCATIONAL SUPPORT CENTER

Referral Instructions

When making a referral to Caveland Educational Support Center for a psychoeducational evaluation, consultation, functional behavior assessment, or assistive technology evaluation, please follow these instructions.

1. Discuss the referral with your Director of Special Education and get their approval before proceeding.
2. Complete the ***Referral Checklist*** form. There are 2 sections under item #2; one for initial evaluations and reevaluations and the other for consultations, functional behavior assessments, and assistive technology assessments. Choose the section appropriate for the referral you are making. The documents needed are listed in that section.
3. Complete the ***Caveland Center Referral Form***. Please note that this is a 3 page form and all 3 pages must be completed. It is important to complete this form as accurately and fully as possible. Avoid leaving blank spaces. The third page asks for documentation of a recent hearing, vision, and speech/language screening. If there has not been a recent hearing or vision screening, you must complete the functional hearing and vision questions.
4. Have the parents complete the ***Family Background Information*** if the referral is for an evaluation.
5. Have the parents sign the ***Consent to Evaluate/Reevaluate*** making sure that the appropriate check boxes have been selected. The referral will not begin without parental permission. Utilize the ***Caveland Evaluation Planning*** form, if desired, or use a district form.
6. If the referral is for an evaluation, school district staff must complete two observations. You may use Caveland forms or district forms for these evaluations.
7. If available, attach other information such as IEP, previous testing, or medical records.
8. When all forms have been completed, submit them with the Referral Checklist to your Director of Special Education. Your director will review the referral insuring that everything is complete and will sign the referral checklist form before sending it to Caveland.

A referral will not be scheduled until all required information has been received by Caveland. Failure to submit a complete referral will result in a delay in completing the evaluation.